



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

March 30, 2015

Julia Molina
8111 Suncrest Drive
Des Moines, IA 50320

Dear Child Care Provider,

This letter is in regards to the March 27, 2015 compliance check of your Level A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

At the time of the spot check there were two unauthorized individuals in your home. You reported they are the parents of one of the daycare children and are also family members. You indicated they are staying with you for a few days but they do not live in the home. Any adults that will be around the children in any capacity need to be placed on your household list and approved by registration through the background check process. Your registration renewal is near, please make sure that you add these individuals to your household so that they can be approved. If this is not a possibility they will not be able to stay in your home when other daycare children are present.

☐ 110.5(1)g Safety barriers are at stairways and doors as needed.

Please make sure your gate is up during daycare hours since you do have toddlers in your care.

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

You are in the process of painting and had to remove items from your walls. Please make sure that you re-hang these items as soon as possible. If you need assistance in creating another map, please refer to the sample map in the packet of forms provided to you at the time of the spot check.

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

You were not able to locate the extinguisher at the time of the spot check as it has been moved due to painting, etc. Please make sure that you have an extinguisher that is easily accessible. You will need to check the gage on the device to ensure that the yellow arrow is in the green section, which indicates the pressure is good. If the pressure is too low or too high you will need to get a new extinguisher or get your current device refilled at the fire department.

☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

Please re-hang and reinstall your smoke detector in the living room, which was removed to paint.

☐ 110.5(1)n Each smoke detector has been installed according to manufacturer's recommendations.

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

You are working on getting the paperwork from your doctor and reported you just had a physical in mid-march 2015. You reported the other household members also have physicals but need to get current documentation on file. Please use the new forms provided in the packet on pages 24 and 25. These forms are good for three years. They do require a TB test be completed.

☐ 110.5(2)b Certificates or training verification documentation for:

☐ 110.5(2)b Within the first three months of registration:

☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

You are enrolled to take this class on 4/14/15.

☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

You acknowledged that you need to renew this course. I advised at the time of my visit that CPR is mandatory for registration to renew your license.

☐ 110.5(2)b During the first year of registration – 12 hours of approved training. At least six hours shall be in a group setting. Two of the twelve hours must be health and safety training. A specific training shall not be used to meet requirements more than one time every five years.

During the check, you showed me receipts indicating that you are scheduled for all the necessary training. If you need further assistance please contact Child Care Resource and Referral at 515-246-3560.

☐ 110.5(2)b During the second year of registration and each succeeding year, twelve hours of approved training. At least six hours shall be in a group setting. If the provider has documentation of completing the ChildNet, PITC, or Beyond Business Basics series, these hours may be used to fulfill two year's training requirements, not including first aid and mandatory reporter training. A specific training shall not be used to meet requirements more than one time every five years.

During the check, you showed me receipts indicating that you are scheduled for all the necessary training. If you need further assistance please contact Child Care Resource and Referral at 515-246-3560.

☐ 110.5(2)c An individual file is maintained for each staff assistant and contains:

You cited that Catherine Ponzeline is currently an assistant. Please make sure that registration is aware of this so that proper checks can be completed. You will need to have a provider folder with Catherine's information in it. Below is a list of items that need to be in Catherine's file at all times. Please note I will be able to check the computer system to see that all appropriate household members and assistants have been properly approved.

☐ 110.5(2)c A completed DHS Criminal History Record Check, form B, 595-1396

☐ 110.5(2)c A completed Request for Child Abuse Information, form 470-0643

☐ 110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter.

Please use the new forms on pages 24 and 25 of the packet provided at the spot check.

☐ 110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

☐ 110.5(4) The certificate of registration is displayed in a conspicuous place.

Please rehang in a visible location.

food.

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

You reported that you believe all of your files are up to date but that you did not know where they were at due to the painting and organizing going on in your home. Please review the information below and see to it that all of the required documents are in the childrens files and are current. You did mention that you update the files every January. You can also refer to the forms in the first several pages of the packet provided to you to assist you with any missing documents or pieces of information.

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

- ☐ 110.5(8)j Injury report forms to document injuries requiring first aid or medical care.
- ☐ 110.5(9) The provider meets the following requirements:
 - ☐ 110.5(9)a Gives careful supervision at all times.
 - ☐ 110.5(9)b Frequently exchanges information with the parent of each child to enhance the quality of care.
 - ☐ 110.5(9)c Gives consistent, dependable care.
 - ☐ 110.5(9)c Is capable of handling emergencies.
 - ☐ 110.5(9)d Is present at all times, except if emergencies occur or an absence is planned.
 - ☐ 110.5(9)d If absence is planned, care is provided by a DHS-approved substitute.
 - ☐ 110.5(9)d If absence is planned, the parents are given at least 24 hours prior notice.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

x ☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is **NOT** necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: May 12, 2015.

X _____
Signature Date

Please do not hesitate to contact me at DHS at 515-993-1742 or mcrawfo@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Melissa Crawford
Melissa Crawford
Social Worker II

C. Mark Chappelle
Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-722-7619.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).